

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 17, 2004

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION:

TOTAL COST: N/A BUDGETED: Yes No

COST TO COUNTY: N/A SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No AMOUNT PER MTH YEAR

APPROVED BY: County Atty OMB/Purchasing Risk Management

Prepared by: Divina D. Speer
Print Name: Divina D. Speer

DIVISION DIRECTOR APPROVAL: Sandra Carlile
Print Name: SANDRA CARLILE, Finance Director

DOCUMENTATION: Included YES To Follow Not Required

DISPOSITION: Agenda Item # FI

Board of County Commissioner
November 17, 2004

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description		Original	Estimated	need approval to-
			Value	Present Value	
1 0601-510	Toshiba Tecra	beyond economical repair	\$2,910.00	\$0.00	remove from inventory and dispose
2 0800-416	Toshiba Laptop	beyond economical repair	\$2,263.00	\$0.00	remove from inventory and dispose
3 0601-415	Toshiba Laptop	beyond economical repair	\$2,227.87	\$0.00	remove from inventory and dispose
4 0601-524	Dell Computer	beyond economical repair	\$1,381.00	\$0.00	remove from inventory and dispose
5 0602-352	Compaq Computer	beyond economical repair	\$1,268.00	\$0.00	remove from inventory and dispose
6 0801-099	Dell Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
7 1003-013	GPS Pathfinder	beyond economical repair	\$1,384.92	\$0.00	remove from inventory and dispose
8 1007-011	Dell Computer	beyond economical repair	\$2,035.00	\$0.00	remove from inventory and dispose

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MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: October 27, 2004


FROM: HOLLY ELOMINA, Manager
Administrative Services


M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0601-510	S10392107U	Toshiba Tecra	5/30/00	\$2910.00/\$0

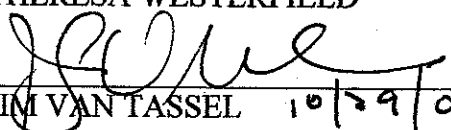
CHECK ONE (1) APPROPRIATE LINE BELOW:

- XXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:
Broken—no salvage value per Gerald Land, Court Technology Officer

APPROVED BY:  DATE: 10/27/04
PRINT NAME: HOLLY ELOMINA

DIVISION DIRECTOR APPROVAL: 
PRINT NAME: THERESA WESTERFIELD

TECHNICAL SERVICES APPROVAL: 
PRINT NAME: JIM VAN TASSEL 10/29/04

57004

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: HOLLY ELOMINA, Manager
Administrative Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0800-416 ✓	87146437	Toshiba Laptop	11/14/97	\$2263.00/\$0
0601-415 ✓	87156125	Toshiba Laptop	9/13/97	\$2227.87/\$0
0601-524 ✓	7NPJ401	Dell 4100 Desktop	11/08/00	\$1381.00/\$0
0602-352 ✓	6932CQF80308	Compaq Prosignia	9/1/99	\$1268.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
 XXXXX _____
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken—no salvage value per Gerald Land, Court Technology Officer

APPROVED BY: Holly Elomina
 PRINT NAME: HOLLY ELOMINA

DATE: 10/19/04

DIVISION DIRECTOR APPROVAL: Theresa Westerfield
 PRINT NAME: THERESA WESTERFIELD

TECHNICAL SERVICES APPROVAL: JM Van Tassel
 PRINT NAME: JM VAN TASSEL 10/25/04

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Divina Speer _____

FROM

PROPERTY CLERK, FINANCE DEPT. _____

Teresa Aguilar

DATE: 10.5.04

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0801-099	244PT01	CPU	9/19/01	\$1130.00/-
NONE	EB964B10 398	UPS - BACKUP	? "	Ø
NONE	TH-025P6G1 37171-1ST-440P	Keyboard.	? "	Ø

CHECK ONE (1) APPROPRIATE LINE BELOW:

____ APPROVAL TO ADVERTISE FOR BIDS.

☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

____ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Replaced - Not working.

PREPARED BY: T. Aguilar

DATE: 10.5.04

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: Sheila A. Barker

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: Jim Vanasse 10/6/04

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Kelly Pappa
Growth Management Department

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1003-013	3248A00712	GPS Pathfinder	4/9/98	\$1,384.92/\$0
1007-011	DJ9QH	Computer	11/14/97	\$2,035.00/\$0

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CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken - Beyond economical repair

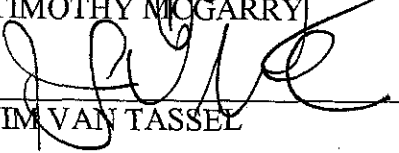
DIVISION DIRECTOR APPROVAL: _____

PRINT NAME:


TIMOTHY MCGARRY

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME:


JIM VAN TASSEL

10/6/04